

NUMBER: 1710

TITLE: EVMS Sabbatical Leave

AaV 2.25 coEMC /P <</LoEM OM") and/or the School of Health Professions
mean EVMS Faculty as defined in this policy.

r members of the faculty holding Associate Professor or Professor
bbaticaleaveafter every sixth year of continuous service on the
d of service is to be calculated from the time of first appointment
ank of Assistant Professor. Sabbaticalleaves are not awarded
e, but are awarded on the basis of individual

Compensation

The compensation during a sabbatical will be either at the 100% rate for leaves of six months or less or 50% rate for leaves of seven to twelve months. Funding of the base salary while on such sabbatical will be derived from the same funding sources at that paid to the faculty member while not on sabbatical except that any salary component of a faculty member's base salary that is derived from extramural research funds will instead be derived from other funds. All institutional benefits will remain in force during a sabbatical leave. The faculty member will be responsible for paying their portion of premiums.

Activities During Sabbatical Leave

The privilege of a sabbatical may be extended to a faculty member for the purpose of enriching academic talents relative to their functions at the SOM or SHP. A sabbatical is, therefore, intended to permit a faculty member to perfect or acquire techniques in teaching, clinical care, research/discovery and administration/service, either in the faculty member's original discipline or in a new area in which they propose to embark. Work in a research laboratory, clinical training at another medical center or medical school or the pursuit of formal courses in an accredited institution of higher education in a relevant discipline are appropriate activities for sabbatical leaves. The writing of books or original papers is also an appropriate justification.

Approval of Request for Sabbatical Leave

Sabbatical applications for any part of the school year must be submitted at least nine months in advance of the start of the leave. Applications are to be submitted to the Department Chair of the School of Medicine or Dean of the SHP who recommends the request, giving assurance that the faculty member's activities will be adequately covered without additional cost to the department's budget and justifying the faculty member's need for such leave, to the Dean of the SOM, if applicable, and to the Executive Vice President for final review and approval.

Upon Conclusion of the Sabbatical Leave

Recipients of sabbatical leave are required to return to full-time service of ODU for at